

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

4092

Recreation Program Specialist Senior Arts and Crafts

9/13/2016

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 34,774 annually

PAY GRADE RANGE: \$ 34,774 - \$ 51,361 annually (Pay Grade 6)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on: Friday, September 23, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Bachelor's Degree from a CHEA accredited four-year college or university in Art Education or related field AND two (2) years of experience in teaching art or managing an arts and crafts facility.

EXAMINATION

Training and Experience Questionnaire (100% of final score).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Recreation Program Specialist, Senior – Arts & Crafts	Working Title: same	PCN:
	Incumbent: vacant	Created: 09/17/2015

GENERAL DESCRIPTION

Under general direction, responsible for planning, organizing and implementing a City wide Arts & Crafts program.

ESSENTIAL FUNCTIONS

Conducts surveys to determine program needs, interacts with civic/community groups to identify the need and/or demand for arts and crafts programs, formulates short and long term goals for the Craft Center, and coordinates arts and crafts programs.

Develops arts and crafts programs, provides instruction to program participants and directs them in arts and crafts activities, demonstrates methods and techniques to participants, and assesses the effectiveness of programs.

Communicates information to public relations staff to assist in promoting craft center activities and represents the center to participants, groups, and the public.

Schedules hours for center operation, schedules part-time personnel and/or volunteers, makes reservations for participants, greets participants and informs them of activity schedules, registration requirements, facility rules, etc.

Applies basic first aid care to center employees, volunteers, and/or participants in the event of minor injuries.

Monitors supply levels, evaluates planned programs to determine additional supply and equipment needs, maintains inventory, and orders necessary supplies and equipment.

Cleans and stores equipment, performs routine preventive maintenance on equipment, and arranges professional repair of serious mechanical and electrical problems.

Maintains timecards, leave records, and supply inventories, documents supply usage for budget purposes, and otherwise maintains information regarding facility use and participants.

Performs related work as required.

MARGINAL FUNCTIONS

None indicated

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the facilities and equipment required for the effective administration of arts and crafts programs and knowledge of the safe and proper use of required equipment, materials, supplies, etc.

Knowledge of the theory, principles and practices employed in defining program needs, planning, developing, implementing, and evaluating programs, knowledge of instructional methods and techniques used in the preparation and delivery of programs, and knowledge of resources available for the development of specialized programs.

Knowledge of the methods and techniques used to establish and maintain effective working relations with civic/community groups, the public and co-workers.

Oral communication skills sufficient to effectively present ideas and information to a variety of individuals in ordinary conversation, public forums, groups presentations, and other similar settings and ability to express ideas and information in writing in a clear, concise and effective manner.

Knowledge of the procedures and requirements for the accurate completion of timecards, leave records, supply inventories, and supply usage records.

Knowledge of the principles and practices used to gather and interpret information for the purposes of making decisions and/or recommendations, setting goals, and establishing objectives.

Knowledge of basic first aid care sufficient to handle minor injuries.

PHYSICAL REQUIREMENTS

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, and/or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Bachelor's Degree from a CHEA accredited four-year college or university in Art Education or related field and two (2) years of experience in teaching art or managing an arts and crafts facility.